



## D4 Small Business Council Meeting Minutes

DATE: December 19, 2017

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<b><u>D4 CALTRANS STAFF:</u></b> Dan McElhinney, CDDD Premjit Rai, DDD Administration Lenka Culik-Caro, DDD Design Damien Harris, Business Mgmt Ayanna Nobles, SBP Ray Pang, Construction Francisco Padilla, TBSRP-CSU Romy Fuentes, Consultant Services Stan Ng, Maintenance  <b><u>HQ/AGENCY STAFF:</u></b> Damon Dorn, OBEO Marta Carrera, OBEO	<b><u>MEMBERS (Present/Absent)</u></b> Arvin Chaudhary (A) Diana LaCome (A) Eddy Lau (A) Frederick Jordan (A) Paul Guerrero (P) Peter Ramirez (A) Shari Tavafrashti (A)	<b><u>REPRESENTING</u></b> ACEC CA NCA AAAE SFAACC La Raza Roundtable SDVOC WTS
	<b><u>ALTERNATES (Present/Absent)</u></b> Anthony DeVenuta (A) Charissa Frank (A) Dr. Caesar Churchwell (A) Ellen Lee (P) Miguel Barragan (A) Raewyn Butcher (A) Victor Garza (A)	<b><u>REPRESENTING</u></b> SDVOC WTS SFAACC AAAE NCA ACEC CA La Raza Roundtable
	<b><u>GUESTS:</u></b>	<b><u>REPRESENTING</u></b>

### Item #1: Introductions

Chief Deputy District Director, Dan McElhinney, wished Happy Holidays and welcomed everyone to the December meeting. After everyone introduced themselves, Mr. McElhinney thanked Ayanna Nobles for her new role as Branch Chief for the Small Business Program. He commended the presenters at SB1 forum with a job well done. Mr. McElhinney mentioned that a summary of district 4's SB1 forum is being crafted and is expected to be posted on line the first week in January 2018. He also informed us that SB1 updates for Caltrans can be found at [rebuildingca.ca.gov](http://rebuildingca.ca.gov). Mr. McElhinney thanked council members for a great year. Mr. McElhinney proceeded to asked Deputy District Director of Administration, Premjit Rai to lead us through the agenda and Mr. Rai accepted.

### Item #2: Approval of Minutes

#### **October 17th, 2017 Minutes:**

**Opposed:** No Quorum. Item deferred to the next meeting

### Item #3: District 4 Updates

#### **Construction Update:**

Mr. Rai introduced Mr. Ray Pang who presented the Construction report. Mr. Pang reported that there were 12 *Advertised and Upcoming Projects*, totaling approximately \$187M. He mentioned that project 04-0J0001 and 04-4H5801 were advertisement on 12/13/17. Of the remaining 10 projects, 6 bids will be open in December, January and February, the last 4 projects just received funding and will be advertised shortly. Mr. Pang reported that there were 9 projects *Currently Awaiting Award* and going through the bid analysis process. The total low bid for the projects was \$56M which is over the \$46M engineer's estimate, 6 of the 9 projects are higher than the engineers estimate and 4 are significantly higher which Mr. Pang stated is a reflection of the current condition of the construction business being very competitive. Referring to the third section, *Projects Awarded*, Mr. Pang reported that they awarded a project since the last report, engineer's estimate of \$147M awarded total amount \$137M. Projects 1 and 6 did not meet the DBE goal but both contractors demonstrated good faith effort so projects were awarded. Mr. Pang then referred to the *Projects Ready to List but Not Funded for Advertisement Yet*. He reported that there were 3 projects totaling \$2.2M waiting for funding to be secured before being able to advertised, those projects were awaiting CTC vote. Last group of project awaiting bid document preparation. Mr. Pang also shared SB1 presentation exerts for information only. Mr. Guerrero asked if Caltrans could list the number of Stop Notices on a project once the project was completed. Mr. Rai replied that we will take a look at it to see if it is feasible for such a report. **[Action Item #2017-06, Mr. Rai]** Ms. Lee asked if copies of the SB1 projects were available Mr. Rai replied that we will look into the availability and send a link or file to SBC members. **[Action Item #2017-07, Mr. Rai]** Mr. McElhinney mentioned that Mr. Pang was retiring end of the year and thanked him for an excellent job on the SBC team.

#### **Maintenance Update:**

Mr. Rai introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that for the first two quarters of Fiscal Year (FY) 17/18 there were 12 contracts on the *Director's Order Force Account/ELB* that totaled approximately \$29M. He explained that 0% awarded to SBE, 82% had been awarded to Non-SBE's and 18% had not been awarded yet. He explained that the yellow highlights were updates since the last report. Line 2 updated information. Lines 9, 10 and 12 new contracts to report. Referring to the *District Director's Order Force Account for FY 17/18*, he reported that there were 10 contracts totaling over \$2.9M. He reported that 60% were awarded to SBEs and 40% to Non-SBEs. Mr. Ng explained that the yellow highlights were updates since the last report. Lines 5, 8 and 9 updated information. Lines 6 and 10 new contracts to report.

#### **Design Update:**

Mr. Rai introduced Ms. Lenka Culik-Caro who presented the Design Report. Ms. Culik-Caro reported five *Proposed Minor B Projects for Small Businesses, FY 17/18*. She explained that progress was made on project #3 PS&E submitted to DPAC for processing, contract number issued with 6 prospective contractors. She reported two new projects were added # 4 and #5. Project #4 is an AC resurfacing, upgrade curb ramps and drainage at Eden Road in Alameda and estimated at \$200K. Preparing to submit the PS&E to DPAC on March 1<sup>st</sup> 2018. Project #4 is in coordination with the city of Alameda. Project #5 in Marin 101 a resurface shared use path located at the north end of the Golden Gate

Bridge Vista Point to Alexander Avenue cost estimate \$150K due date is March 1, 2018, PS&E submitted to DPAC. Both are maintenance projects funded through Minor B program. She also reported that there is 1 *Proposed Project under \$291K not Funded From the Minor B Program*, estimated at \$100K. There are no changes from the last report and the PS&E is planned to be submitted to DPAC January 18, 2018.

#### **A&E Update:**

Mr. Rai introduced Mr. Romy Fuentes to provide the A&E Report. Mr. Fuentes reported on the 13 *Recently Executed A&E Contracts*. He highlighted that 9 of the 13 contracts were awarded to Calmentor Members, 3 were awarded to either a DBE or DVBE. Referring to the *Recently Executed Non A&E Contracts*, he reported that there were 10 contracts executed since June of last year, 6 awarded to SBE Prime and 2 contracts awarded to DBE Prime. Mr. Fuentes reported that there were 3 *Upcoming New A&E Contracts*. Currently no contract are being advertised but are expected to have a couple advertised in February and April 2018, he advised to check the look ahead for advertised contracts. Mr. Fuentes also reported that there were 6 *Upcoming New Non-A&E Contracts*. For *Contract #2 (04A5284)* and *#3(04A5285)* a correction to the estimated contract execution year to 2018 not 2017. Two *Non-A&E Contracts* are currently being advertised and two additional contracts to be advertised in January and March 2018. He provided an update on the DBE Utilization currently at 33.53% and the SBE/DVBE Utilization at 37.10% and 17.63% respectively. Lastly Mr. Fuentes reported on the Calmentor program currently there are 60 MOU's. Anticipating a total of 4 graduates for this fiscal year. Currently there are a total of 108 protégés and 25 mentors. Calmentor's next annual meeting is scheduled for May 4, 2018.

#### **OBEO Update**

Mr. Rai introduced Mr. Damon Dorn to report the OBEO Update. Mr. Dorn reported that with the passage of Senate Bill 1 (SB1), Caltrans is actively increasing its outreach and training efforts aimed at helping small businesses. He informed us that for more information on SB1, including efforts to increase small business participation on SB1 projects, please visit the SB1 web site at [rebuildingca.ca.gov](http://rebuildingca.ca.gov). Also that a link to the SB1 web site can also be found on the Caltrans home page. Portions of their website were recently updated to provide a more user friendly experience for customers. Concerning *Training and Outreach* Mr. Dorn, conveyed OBEO delivered the Prime Contractor Training, Subcontractor Training and DBE Certification Workshops in October for Districts 1 and 12 and that additional sessions will be scheduled for the remaining districts beginning February 2018. OBEO is currently developing a "How to Do Business with Caltrans" presentation which is being developed in partnership with the Division of Procurement and Contracts and is anticipated to roll out the new presentation statewide in February-March 2018. Regarding the *DBE Supportive Services Contract (DBE/SS)* for the northern and central regions, he reported that OBEO provided RFP packages in August 2017 and currently OBEO is finalizing those packages. He also mentioned that DBE/SS RPF's for all three regions are projected to be advertised on Cal eProcure early 2018. Mr. Dorn explained that OBEO is in the process of developing an *On-the-Job Training Supportive Services Contract (OJT/SS)* apprenticeship program for trades of ironworker and cement mason for the central and northern regions. Each programs will be approved by the Department of Industrial Relations, Division of Apprenticeship Standards. Participant hours logged will be counted towards journey person status in the designated trade. Regarding the disparity report Mr. Dorn stated that Caltrans is expected to post the report online in January 2018 and that Caltrans will develop and post its proposed overall DBE goal and methodology for 2019-21 in the first quarter of

2018. Regarding the *Business Participation Totals*, he reported that as of November 2017, 64 federal contracts had been awarded totaling \$376M. The overall DBE commitment for the current fiscal year is 12.24% and four contracts were awarded to DBE primes. In the current fiscal year Caltrans has awarded 203 state-funded contracts totaling more than \$277M. The overall DVBE commitment for the current fiscal year is 5.91% and two contracts have been awarded to DVBE primes and 114 contracts awarded to SB primes. He finalized his presentation with the *DPAC's Quarterly SB/DVBE Participation Totals*, in the first quarter of fiscal year 2017, Caltrans' State contracting and procurement expenditures totaled \$371.9M. The total SB participation was 29.3% and DVBE participation was 6.1%. Mr. Guerrero asked if the *On-the-Job Training Supportive Services Contract* (OJT/SS) apprenticeship program will be a paid program for the trainees. Mr. Dorn stated he would follow up with the project manager and advise the group of his findings. **[Action Item #2017-08, Mr. Dorn]**

#### **Small Business Update**

Mr. Rai introduced Ms. Ayanna Nobles to provide the Small Business Update. Ms. Nobles reported that there were three Mandatory Pre-bids (MBP) since the last meeting all having a fairly good attendance with the exception of project 04-3G6034: for I-680 Pavement and Rehabilitation, there were no SB in attendance. Ms. Nobles stated that SBP attended the Statewide DSBL conference presented by OBEO, and participated as a presenter in the SB1 forum. Going forward SBP will attend the DSBL December managers meeting, and currently SBP is working on the Nor Cal Construction Expo planning committee. Lastly Ms. Nobles informed us that SPB is working with OBEO to provide outreach events in the District for February.

#### **Item #4: Review of Action Items**

Mr. Rai to report on the open Action Items. Mr. Rai stated that there are two pending action items. The first item was for Mr. Finney, Diana LaCome asked if Caltrans had a list that showed which projects would be advertised under the SB1. Mr. Finney asked if this item could be deferred to the next meeting. Mr. Guerrero pointed that the list Mr. Pang shared with SB1 presentation exerts was the list of projects being referred to. Mr. Rai proceeded to agree to provide copies of such list to the members. Group was satisfied with the response and the Action Item #2017-04 was closed. The second item was for Mr. Fuentes, Ms. Tavafrashti asked if she could get a report that listed all the subcontractors who had ever obtained an A&E contract in District 4. Mr. Rai reported that OBEO publishes this list on their website and the link was sent to Ms. Tavafrashti and would be sent to all SBC members. Action Item #2017-05 was closed. Mr. Guerrero asked if a list similar to the list for A&E contract was available for contractors. Mr. Rai referred this question to Mr. Dorn with a follow up from Ms. Nobles **[Action Item #2017-09, Mr. Dorn]**

#### **Item #5: New Business**

No New Business

#### **Item #6: Adjourn**

Mr. Rai adjourned the December meeting and said that the next meeting would be on Tuesday, February 20th, 2018.

**District 4 Small Business Council Action Items as of December 19, 2017:**

No. / Starting Date / Assignee			Item Description (Originator)
# 2017-01 <b>CLOSED- 4/18/17</b>	02-21-17	Kelly Schluter, OBEO	The Council requested OBEO to confirm whether they have information on federally funded Emergency Contracts, and can the Council receive a breakdown on ethnicity of DBE awardee contractors.
# 2017-02 <b>CLOSED 6/20/17</b>	02-21-17	Fred Jordan- Councilmember and Stanley Ng- Caltrans	<ol style="list-style-type: none"> <li>1. Mr. Jordan volunteered to send a list of contacts interested in emergency contracts to the District via Mr. Crosby.</li> <li>2. Mr. Sartipi suggested Mr. Ng explore posting emergency contracts and awardees on the District's website.</li> </ol>
# 2017-03 <b>CLOSED</b> 10/17/17	6/20/17	Ms. Culik-Caro, Caltrans	Mr. Guerrero requested information on how the Minor A Program was created.
#2017-04 <b>CLOSED</b> 12/19/17	10/17/17	Mr. Finney	LaCome asked if Caltrans had a list that showed which projects would be advertised under the SB1.
# 2017-05 <b>CLOSED</b> 12/19/17	10/17/17	Mr. Fuentes, Caltrans	Ms. Tavafrashti asked if she could get a report that listed all the subcontractors who had ever obtained an A&E contract in District 4.
#2017-06 <b>NEW</b>	12/19/17	Mr. Rai, Caltrans	Mr. Guerrero asked if Caltrans could list the number of Stop Notices on a project once the project was completed.
#2017-07 <b>NEW</b>	12/19/17	Mr. Pang, Caltrans	Ms. Lee asked if copies of the SB1 projects were available.
#2017-08 <b>NEW</b>	12/19/17	Damon Dorn, OBEO	Mr. Guerrero asked if the <i>On-the-Job Training Supportive Services Contract (OJT/SS)</i> apprenticeship program will be a paid program for the trainees.
#2017-09 <b>NEW</b>	12/19/17	Damon Dorn, OBEO	Mr. Guerrero asked if a list similar to the list for A&E contract was available for contractors.

*The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.*

2018 D4 SBC Upcoming Meeting Schedule
February 20th
April 17th
June 19th
August 21th
October 16th
December 18th